

Approved For Release : CIA-RDP70-00211R000100290018-9

REQUEST OR PROPOSAL FOR MANAGEMENT ASSISTANCE  
FROM O&M SERVICE

TYPE OF PROJECT  
☐ Survey ☐ System  
☐ Specific Problem

ORGANIZATIONAL COMPONENT REQUESTING SERVICES

DATE OF REQUEST

ELEMENTS OF PROJECT

☐ (1) Organization ☐ (3) Procedures ☐ (5) Work Measurement ☐ (7) System & Equipment  
☐ (2) Staffing ☐ (4) Reporting ☐ (6) Records & Files ☐ (8) Staff Study

TITLE OF PROJECT

Survey of Cable ~~Distribution~~, Logging, Reference and Copy Retention Requirements

BRIEF DESCRIPTION OF PROJECT

Conduct an Agency-wide survey of cable ~~distribution~~, logging, reference and copy retention requirements in order to recommend actions regarding:

- a. ~~Eliminating the reproduction, distribution, logging and storing of unnecessary copies of cables;~~
- b. Simplifying and standardizing logging procedures; and
- c. Establishing the reference requirements and determining how, what and where copies of cables should be retained.

CONCURRENCE:

  
Cable Secretary

FOR USE OF REQUESTING OFFICE	FOR USE OF O&M SERVICE
TIMING CONSIDERATION (starting date desired & condition of urgency, if any)	NAME OF ANALYST DEVELOPING PROJECT
	ESTIMATED MAN DAYS REQUIRED Analyst                      Clerical                      Total
	STARTING DATE APPROVED                      TARGET DATE
	ASSISTANT MANAGEMENT OFFICER
NAME, TITLE & SIGNATURE OF REQUESTOR	MANAGEMENT BOARD APPROVAL
OTHER APPROVAL, IF REQUIRED	DATE OF MANAGEMENT BOARD ACTION

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TYPE OF PROJECT  
☐ Survey

	<input type="checkbox"/> Survey <input type="checkbox"/> Specific Problem
ORGANIZATIONAL COMPONENT REQUESTING SERVICES	DATE OF REQUEST
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TITLE OF PROJECT <b>Survey of Cable Distribution, Logging, Reference and Copy Retention Requirements</b>	
BRIEF DESCRIPTION OF PROJECT  <p style="text-align:center;"><b>Conduct an Agency-wide survey of cable distribution, logging, reference and copy retention requirements in order to recommend actions regarding:</b></p> <ul style="list-style-type: none"> <li>a. Eliminating the reproduction, distribution, logging and storing of unnecessary copies of cables;</li> <li>b. Simplifying and standardizing logging procedures; and</li> <li>c. Establishing the reference requirements and determining how, what and where copies of cables should be retained.</li> </ul> <p><b>CONCURRENCE:</b></p> <div style="margin-top: 50px;"><u>Cable Secretary</u></div>	
FOR USE OF REQUESTING OFFICE	FOR USE OF O&M SERVICE
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**CONCURRENCE:**

**Cable Secretary**

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